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Faculty Senate Bylaws

University of Maine Faculty Senate

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BYLAWS TO THE CONSTITUTION OF THE FACULTY SENATE

ARTICLE I. ELECTION OF SENATE OFFICERS

At the March meeting, the Committee on Committees shall present preferably at least two candidates for President, Vice President, Secretary and Board of Trustees Representative. The agenda for the April meeting shall include the names of those nominated. There shall be an opportunity for nominations from the floor at the time of the election in April. Each office shall be voted on separately by secret ballot, where there is a contest, and a majority of the votes cast shall be necessary for election. In the event that no candidate receives a majority, a second vote shall be taken between the two highest candidates. In the event the Vice President's office becomes vacant prior to the expiration of the term, the Senate shall hold a special election. At a regularly scheduled meeting of the Senate, the President shall inform the members of the vacancy, ask the Committee on Committees to secure nominations, and set the time for the election at the next regularly scheduled meeting of the full Senate. At the time of election, the procedure shall be as outlined at the beginning of this paragraph. In the event the Secretary's office becomes vacant prior to the expiration of the term, the President shall, in consultation with the Executive Committee, appoint a replacement to serve the remainder of the term.

ARTICLE II. COMMITTEE MEMBERSHIP

The new President of the Senate shall designate the Chairperson of the Committee on Committees. The Committee on Committees, except as otherwise noted, shall make recommendations to the President of the Senate for all faculty members of each standing committee. The President shall appoint the members of each standing committee, and parliamentarian and the chair of each committee, who serves at the pleasure of the President. Ex officio members, where specified in the composition of a committee, shall have all rights of membership. The President shall be an ex officio member of each standing committee. To ensure that each College is represented on the Executive Committee, the President may appoint members to serve "at large" on the Executive Committee.

Section 1. Definition of Faculty Member:

Full time faculty members shall be defined as:

- Tenured or tenure track faculty member.
- Research faculty member with an academic appointment.
- Cooperative Extension faculty member, continuing contract or continuing contract track
- Full time faculty members at any rank.
- Lecturers and instructors.
- Directors and Department Chairs who are also full time faculty members and meet all of these

criteria: 1. Program offers a degree, major or concentration, 2. Program has full time faculty members, other than the director, and the director is engaged in teaching, scholarship, and service., 3. Faculty members in the program engage in shared governance. In essence, an eligible director should be accountable to the faculty, and treated as a chair by the University.

ARTICLE III. SUBCOMMITTEES

Each standing committee may create such sub-committees as will expedite its work. Subcommittees may include faculty members, administrators, and students, but the chairperson must be a member of the parent committee and a majority of members must be Faculty Senators. Each subcommittee shall be responsible to the parent committee and report directly to it.

ARTICLE IV. STANDING COMMITTEES

Section 1. EXECUTIVE COMMITTEE

A. Function. The Executive Committee has broad responsibility for planning and facilitating the activities of the Senate. This committee assigns, coordinates and reviews the work of the committees of the Faculty Senate. The Executive Committee conducts the business of the Senate on a temporary basis, if in its judgment, an emergency exists.

B. Membership. The members of the Executive Committee are the President of the Senate, the Vice President/President-elect, the Secretary, the Chairpersons of these Committees: Academic Affairs; Constitution and Bylaws; University Environment; Finance and Institutional Planning; Service and Outreach; Committee on Committees; Research and Scholarship; Library Advisory; Program Creation, Review, and Reorganization Committee; General Education Committee; Parliamentarian; and the Board of Trustees Representative. The immediate past president of the Senate will hold, for a period of one year, the designation "Past President" and will serve as a non-voting member of the Senate Executive Committee and hold a seat at Senate meetings.

Section 2. ACADEMIC AFFAIRS COMMITTEE

A. Function. The Committee on Academic Affairs reviews and makes recommendations to the Senate in regard to academic matters including university-wide degree requirements, curriculum matters involving two or more colleges, the academic calendar, academic freedom, academic standards, academic performance, the assessment of academic outcomes, academic titles, criteria for ranks, admission standards, grading, evaluation of teaching, student academic standing, honorary degrees, and the library.

B. Membership. The members of the Committee on Academic Affairs are the Vice President for Academic Affairs and Provost and, as much as possible, one Faculty Senator from each college and Cooperative Extension, and one student Senator.

Section 3. UNIVERSITY ENVIRONMENT COMMITTEE

A. Function. The Committee on the University Environment reviews and makes recommendations to the Senate in matters relating to the academic and physical environments of the University including cultural programs, energy and resource conservation, sustainability, free speech and assembly, athletics, public relations, residential life, safety, facilities, and conduct.

B. Membership. The members of the Committee on the University Environment are the Vice President for Student affairs and, as much as possible, one Faculty Senator from each college and Cooperative Extension, and an Undergraduate and Graduate Student Senator.

Section 4. FINANCE AND INSTITUTIONAL PLANNING COMMITTEE

A. Function. The Committee on Finance and Institutional Planning reviews and makes recommendations to the Senate in matters relating to administrative organization, institutional planning, and budgetary issues affecting university priorities and allocation.

B. Membership. The members of the Committee on Finance and Institutional Planning are the Chief Financial Officer and, as much as possible, and one Faculty Senator from each college and Cooperative Extension, and one Undergraduate and Graduate Student Senator.

Section 5. RESEARCH AND SCHOLARSHIP COMMITTEE

A. Function. The Committee on Research and Scholarship reviews and makes recommendations to the Senate in matters relating to research including research priorities, research funds, patents, the protection of human and animal subjects, and research safety.

B. Membership. The members of the Committee on Research and Scholarship are the Vice President

for Research, and as much as possible, one Faculty Senator from each college and Cooperative Extension.

Section 6. CONSTITUTION AND BYLAWS COMMITTEE

A. Function. The Committee on Constitution and Bylaws reviews proposed amendments to the Constitution and Bylaws of the Faculty Senate.

B. Membership. The members of the Committee on Constitution and Bylaws are the Parliamentarian of the Senate, the Vice President/ President-elect, and three Faculty Senators from different colleges or Cooperative Extension.

Section 7. ELECTED MEMBERS COMMITTEE

A. Function. The Elected Members Committee is charged with exploring issues of interest to its members. The committee may take up issues and topics placed before it by majority vote of the committee or by agenda. This will not limit the committee from accepting commitments referred to the committee by the Faculty Senate. Although the membership of this committee comprises the majority of the Faculty Senate, this committee may not issue statements of any type in the name of the Faculty Senate of the University of Maine. Ordinarily, the committee shall not report to the Faculty Senate unless expressly listed on the agenda of the Faculty Senate.

B. Membership. The members of the Elected Members Committee include all members of the Faculty Senate who have been elected by their respective faculties. The Chair shall be the President of the Faculty Senate or his/her designate.

Section 8. PROGRAM CREATION AND REORGANIZATION REVIEW COMMITTEE.

A. Function. The Program Creation and Reorganization Review Committee (PCRRC) has the responsibility to receive and review proposals for the creation, elimination and reorganization of academic programs. After the information is gathered and evaluated, the committee will present a recommendation to the faculty senate for its approval.

B. Membership. The members of the Program Creation, Review and Reorganization Committee are a minimum of six Faculty Senators, including, as much as possible, one from each college and Cooperative Extension. Members of this committee may be members of other standing senate committees.

Section 9. SERVICE and OUTREACH COMMITTEE

A. Function. The Committee on Service and Outreach reviews and makes recommendations to the Senate regarding service and outreach issues and opportunities that affect the university and its communities.

B. Membership. The members of the Committee on Service and Outreach are, as much as possible, at least one member from each of the colleges and Cooperative Extension.

Section 10. LIBRARY ADVISORY COMMITTEE

A. Function: The Library Advisory Committee reviews and makes recommendations to the Senate in matters relating to the functions of the library including physical plant needs, staffing levels, financial support, service to the academic community and the adoption of new technology. The committee shall provide a communications link with the campus as well as a policy forum on library issues.

B. Membership: The members of the Library Advisory Committee are the Dean of Libraries, ten faculty members representing a variety of disciplines, an undergraduate student and a graduate student. The Chair of the Committee shall be chosen by the Senate President.

Section 11. GENERAL EDUCATION COMMITTEE

A. Function. To serve as a liaison for all administrative committees dealing with general education, i.e., Undergraduate Program Curriculum Committee, (UPCC), and Committee of Student Learning Outcome Assessment & Improvement (SLOA & I); and to bring to the attention of the Academic Affairs Committee issues relating to general education that are within faculty purview, which means all issues.

B. Membership. Chair is a member of the Academic Affairs Committee and is appointed by the chair of the Academic Affairs Committee. Ex Officio members are: Faculty Senate representative to the Undergraduate Program Curriculum Committee, Director of Center for Excellence in Teaching and Assessment (CETA), Co-Chair of the Provost's Committee on Student Learning Outcomes Assessment and Improvement, Faculty Senate volunteers, and a broad representation of faculty members from various colleges and units. There is no set number.

Section 13: INFORMATION AND TECHNOLOGY COMMITTEE

1. *Function:* The Information Technology Committee will review and make recommendations to the Senate in regard to academic Information Technology matters impacting faculty. Specifically, but not limited to: the planning, use and availability of technologies in support of classroom and distance education, monitor and assess proposals and ongoing Information Technology systems with respect to the impact on faculty scholarship (defined as teaching, research, and service).
2. *Membership:* The members of the IT Committee are at least one Faculty Senator from each college and cooperative extension, and one Undergraduate and Graduate Student, the head of Campus IT and Chair of the ITSC (or future campus wide Technology Committee).

ARTICLE V. SPECIAL COMMITTEES

Other Ad Hoc Committees may be created for time limited periods as voted on by the full Senate.

ARTICLE VI. AMENDMENT

These bylaws may be amended by a two-thirds vote of the Senate Faculty Members present and voting, provided that the proposed amendment has been submitted to the Secretary of the Senate at least forty-five days prior to the vote on the proposed amendment. Upon receipt of the proposed amendment, the Secretary shall forward it to the Chairperson of the Committee on Constitution and Bylaw. The Secretary shall then notify the members of the Senate in the next regular meeting printed agenda that such a proposal has been received and forwarded to the Committee on Constitution and Bylaws in conformance with this section of the bylaws. This committee shall review the proposed amendment and make recommendations. The proposed amendment and the action of the Committee on Constitution and Bylaws shall be distributed by the Secretary to the membership of the Senate at least fifteen days prior to the meeting at which action is to be taken.

Revised January 27, 1999

Article IV Section 7

Revised January 31, 2007

Article IV Section 8

Revised October 17, 2007

Article IV Section 5

Article IV Section 9

Revised April 22, 2009

Article I, Article II, Section 1,

Article IV, Sections 2,3, 4, 5, 8

Article V, Section 1,

Article VI

Revised November 17, 2010

Article II

Article IV, Sections 1, 8, 11

Article V

Article VI

Article VII

Revised March 7, 2018

Article IV – Section 12 added (IT Committee)

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